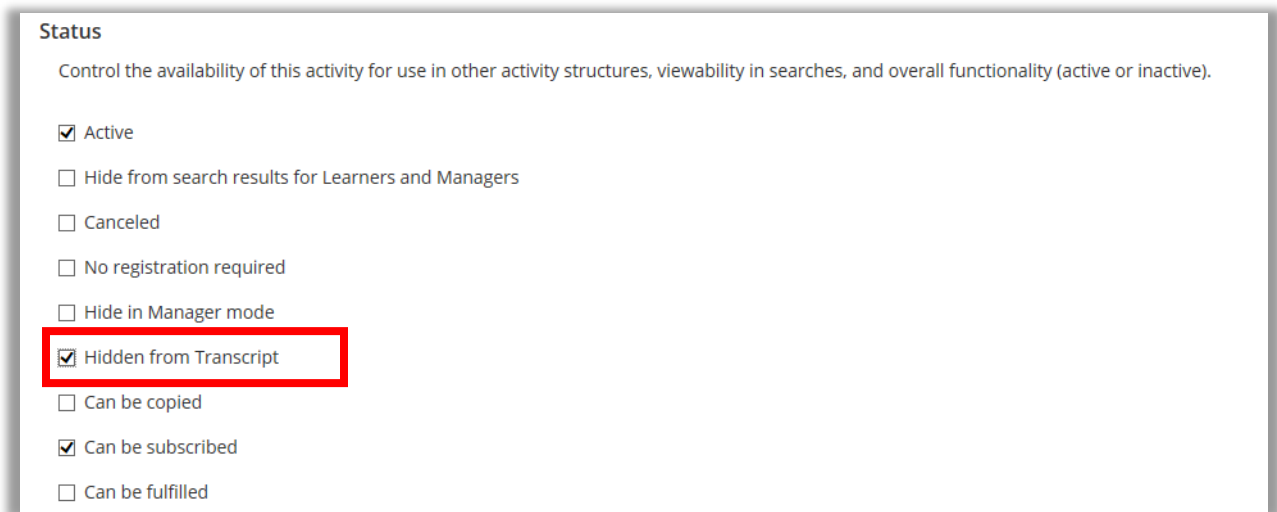


Creating an ILT Class Reminder

ILT Classes should be hidden from Transcript. The ILT class will report back to the ILT Course which it was made off of. By hiding the ILT class it will prevent a duplicate entry on the transcript.

To Hide an ILT class

Under properties> Status



Status

Control the availability of this activity for use in other activity structures, viewability in searches, and overall functionality (active or inactive).

- ☒ Active
- ☐ Hide from search results for Learners and Managers
- ☐ Canceled
- ☐ No registration required
- ☐ Hide in Manager mode
- ☒ Hidden from Transcript
- ☐ Can be copied
- ☒ Can be subscribed
- ☐ Can be fulfilled

Click the check mark beside Hidden from Transcript.

Once a class has been completed and date has passed.

Marking a class inactive helps to keep the system cleaned up, by moving an ILT class to an inactive status it helps to narrow down the list of activities that are shown on the Learning activity page.

Marking classes inactive DOES NOT remove them from a Learner's Transcript, all of the credit information will remain the same.

To mark a class as inactive follow the steps below.

1. From the Learning Activities page search for the class that you wish to mark inactive.
 - Inactive Classes should be ILT Classes that have a past date.

Create and manage learning activities.

KELMS new user

Displaying 7 of 7 Records 10 25 50 100

ILT Class

Name	Activity Type	Start Date	End Date	Code	Primary Domain	Facility	Published Date	Last Updated Date	Actions
ODET - KELMS 17.1.1 New User Training For Instructors	ILT Class	8/22/2017 9:00 AM EDT	8/22/2017 12:00 PM EDT	55790ILTTECKELMSI300-o-0001	GSC Global	Kentucky State Office Building - Group A, Frankfort, KY	6/19/2017 12:14 PM EDT	8/14/2017 10:45 AM EDT	<input type="button" value="EDIT"/>

- Click on the edit button beside the class that you will be marking as inactive.
- Send class to staging
- Under the Status Option you will need to remove the check mark beside Active.

STAGE PRODUCTION

ODET - KELMS 17.1.1 New User Training ...

Go To Expand All Collapse All Checklist View Required Properties

keywords to search for this activity (separated by space):

Status

Control the availability of this activity for use in other activity structures, viewability in searches, and overall functionality (active or inactive).

☒ Active

☐ Hide from search results for Learners and Managers

☐ Canceled

☐ No registration required

☐ Hide in Manager mode

☐ Hidden from Transcript

☒ Can be copied

☒ Can be subscribed

☒ Can be fulfilled

Status:

- Once the Active box is unmarked, you will notice on the left side of the screen the option to view tracks.

6. Click on View Tracks

The screenshot shows a web interface with a top navigation bar containing 'STAGE' and 'PRODUCTION' tabs. Below the tabs, there is a sidebar on the left and a main content area on the right. In the sidebar, the 'View Tracks' button is highlighted with a red rectangular box. The main content area has a header with 'Go To', 'Expand All', 'Collapse All', 'Checklist', and 'View Req' buttons. Below this is a text input field for 'keywords to search for this activity (separated by space:)' and a 'Status' section with various checkboxes for activity availability and permissions.

STAGE PRODUCTION

View Tracks + New Actions

ODET - KELMS 17.1.1 New User Training ...

Go To Expand All Collapse All Checklist View Req

keywords to search for this activity (separated by space):

Status

Control the availability of this activity for use in other activity structures,

- ☐ Active
- ☐ Hide from search results for Learners and Managers
- ☐ Canceled
- ☐ No registration required
- ☐ Hide in Manager mode
- ☐ Hidden from Transcript
- ☒ Can be copied
- ☒ Can be subscribed
- ☒ Can be fulfilled

Status:

7. Under Properties Click General

The screenshot shows a web interface for 'ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS'. The page has a top navigation bar with 'STAGE' and 'PRODUCTION' tabs. Below the tabs, there is a sidebar on the left and a main content area on the right. In the sidebar, the 'View Activities' button is highlighted with a red rectangular box. The main content area has a header with 'ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS' and a description. Below this is a 'PROPERTIES' section with tabs for 'General', 'Costs', 'Waiting List', and 'Translated Properties'. The 'General' tab is highlighted with a red rectangular box. Below the 'PROPERTIES' section is a 'RELATIONSHIPS' section with tabs for 'Learning Activities' and 'Audiences'.

STAGE PRODUCTION

View Activities + New Actions

ODET - KELMS 17.1.1 New User Traini...

ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS

Create or modify track properties from this page. Tracks allow different groups of learners to register for different portions of le will be used during learner registration.

PROPERTIES

General Costs Waiting List Translated Properties

RELATIONSHIPS

Learning Activities Audiences

8. Remove the Checkmark beside Active and, click ok.

The image shows a 'Properties' dialog box with tabs for 'General', 'Costs', 'Waiting List', and 'Translated...'. The 'General' tab is active. It contains a 'Name' field with the text 'ODET - KELMS 17.1.1 New User Training', a 'Description' text area, and an 'Active' checkbox which is currently checked. A red rectangle highlights the 'Active' checkbox. Below the checkbox is a 'Default approver' field with a 'BROWSE...' button. At the bottom right are 'CANCEL', 'BACK', 'NEXT', and 'OK' buttons.

9. Click on staging

The image shows the main application window titled 'ODET - KELMS 17.1.1 NEW USER TRAINING FOR INSTRUCTORS'. It has a sidebar with 'STAGE' and 'PRODUCTION' tabs, where 'STAGE' is highlighted with a red rectangle. The main area contains instructions: 'Create or modify track properties from this page. Tracks allow different groups of learners to register for different portions of learning activities. With different sub-sections listed on this page, you associate properties to tracks which will be used during learner registration.' Below this are sections for 'PROPERTIES' and 'RELATIONSHIPS', each with sub-links like 'General', 'Costs', 'Waiting List', 'Translated Properties', 'Learning Activities', and 'Audiences'. A 'CLOSE' button is at the bottom right.

10. Click Move to production.

